

OWASIPPE LODGE - ORDER OF THE ARROW

RULES OF PROCEDURE

"Established to place the Owasippe Lodge Rules into effective operation."

ARTICLE I - NAME AND TOTEM

The names of the original six Chapters that formed the Owasippe Lodge, and any subsequently deactivated Chapters, shall be honorably retired to the activities of the Lodge and may never be used by any Chapter in the Owasippe Lodge.

ARTICLE II - AFFILIATION

The Order of the Arrow Lodge comes under the direct supervision of the Council Camping Committee and the Scout Executive of the Council.

ARTICLE III - ORGANIZATION

- A. All members of the Order of the Arrow must be actively registered in the Boy Scouts of America.
- B.
 - 1. In order for a Chapter of the Owasippe Lodge to be formed or to retain its active status, it must have a minimum of ten registered Order of the Arrow members.
 - 2. All members who were elected and inducted into membership of the Owasippe Lodge prior to 1929 shall constitute the charter membership of the Lodge.
- C.
 - 1. Request for interchapter transfers is to be made by the Arrowman in writing to his present Chapter Scribe. All interchapter transfers must be approved by both Chapter Advisers concerned.
 - 2. When a member moves from the jurisdiction of the Owasippe Lodge and expresses a desire to be transferred to another Lodge, the Corresponding Scribe of the Owasippe Lodge will prepare the member's service record and forward it to the Scribe of the new Lodge.

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ARTICLE IV - ELECTION TO MEMBERSHIP

- A. Nominations for District Nonunit Scouters must be approved by the Chapter's membership and the Chapter Chief of the Fire before they will be considered by the Lodge Executive Committee.
- B. The procedures for conducting the Ordeals are as stated in the Order of the Arrow Handbook. Each Chapter may develop its own calling-out ceremony. Such ceremony must meet with the approval of the Lodge Meteu. The procedure for conducting the Pre-Ordeal and Ordeal Ceremony is as stated in the Ordeal Ceremony Pamphlet.
- C. Each Chapter will have a Unit Elections Committee which will be responsible for delivering the election forms to the unit leader on the night of the election; and to have a member of the committee available to assist in running the elections.

ARTICLE V - OFFICERS

- A. 1. Lodge Chief: The Lodge Chief, with the consent of the Lodge Advisory Committee shall:
 - a. preside at the meetings of the Lodge and the Lodge Executive Committee
 - b. appoint all committees of the Lodge
 - c. consult with the Advisory Committee on the administration of the Lodge.
 - d. be an ex-officio member of all committees of the Lodge.
 - e. appoint replacements for elected officers of the Lodge if necessary
 - f. appoint the Arrow summer camp staff
- 2. Lodge Vice Chief(s): The Lodge Vice Chief shall:
 - a. assume the duties of the Chief in his absence
 - b. assume any additional duties assigned by the Lodge Chief

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ARTICLE V - OFFICERS (cont'd)

3. Lodge Recording Scribe: The Lodge Recording Scribe shall:
 - a. record the minutes of the Lodge meetings, the Lodge Advisory Committee meetings and the Lodge Executive meetings.
 - b. be responsible for the accuracy of the Lodge records
 4. Lodge Corresponding Scribe: The Lodge Corresponding Scribe shall:
 - a. initiate all mailings to member of the Lodge
 - b. be responsible for the accuracy for the central mailing file
 - c. be responsible for the correspondence of the Lodge
 5. Lodge Treasurer: The Treasurer shall:
 - a. initiate payment of all bills of the Lodge
 - b. be the chairman of the Lodge Budget Committee
 - c. receive each Chapter's annual budget
 - d. keep a complete record of all financial transactions of the Lodge.
- B.
1. Chapter Chief: The Chapter Chief shall:
 - a. preside at meetings of the Chapter and the Chapter Executive Committee
 - b. appoint all committees of the Chapter
 - c. be an ex-officio member of all committees of the Chapter
 - d. appoint replacements for elected officers to the Chapter when necessary
 2. Chapter Vice Chief: The Chapter Vice Chief shall:
 - a. assume the duties of the Chief in his absence
 - b. assume any additional duties assigned by the Chapter Chief

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ARTICLE V - OFFICERS (cont'd)

3. Chapter Scribe(s): The Chapter Scribe shall:
 - a. record the minutes of all meetings of the Chapter and the Executive Committee
 - b. process all election forms
 - c. be responsible for filling out and forwarding to the Lodge all necessary forms and reports
 - d. be responsible for the accuracy of Chapter membership records
 - e. be responsible for the correspondence of the Chapter
 - f. be responsible for notification of the members of Chapter meetings, Fellowship, etc.
4. Chapter Treasurer: The Chapter Treasurer shall:
 - a. initiate payment of all bills of the Chapter
 - b. receive all Chapter dues and money; forward the same to the proper account in the Chicago Area Council office
 - c. be chairman of the Chapter Budget Committee
 - d. keep a complete record of all financial transactions of the Chapter
- C. 1. The Lodge Chief, with the approval of the Advisory Committee, shall appoint a Nominating Committee at the April Executive meetings consisting of at least seven members of the Lodge and an Adviser. They shall compose a double slate of nominations of Lodge elected officers for presentation at the September meeting of the Executive Committee. Nominations from the floor, which are seconded, will be accepted at the September Executive meeting. The acceptance of each nominee shall be known before presentation. All nominations must be approved in advance by the Lodge Chief of the Fire.

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ARTICLE V - OFFICERS (cont'd)

2. On or before the first day of November a letter shall be sent to each Chapter Chief and Adviser. On it shall appear the names of all of the candidates to be voted upon. The letter shall give a concise statement of the qualifications of each candidate.
3. The Chapter Chief shall present the slate of nominees to the Chapter membership at a Chapter meeting to be held between November first and December seventh. The qualifications of all candidates for each office should be read before being voted upon. Voting should be by secret ballot cast for each candidate. The voting shall be by office. The Chapter must forward the results to the Lodge Recording Scribe by the second Wednesday in December for receipt. The results should give the total of votes casted for each candidate.
4. The Lodge Recording Scribe shall compile the totals and report the results to the Executive Committee at its December meeting. The Executive Committee shall, by resolution, declare elected to their respective offices those candidates who have received a plurality of the votes casted. In case of a tie vote between two or more candidates, the Executive Committee shall decide between the candidates thus tied.
5. The Chapter Chief, with the advise of the Chapter Adviser shall appoint a Nominating Committee composed of a chairman, three members of the Chapter Membership at Large, and three members of the Chapter Executive Committee to comprise a double slate of nominees for Chapter officers. This slate shall be presented to the Chapter membership at an announced election meeting held after November first and before December seventh. All nominees shall be approved by the Chapter Adviser. Chapter officers must be elected each fall. They assume their duties January first.

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ARTICLE V - OFFICERS (cont'd)

- D.
 - 1. The Executive Committee of the Lodge shall hold at least ten meetings a year. At these meetings they shall determine the activities of the Lodge.
 - 2. The Executive Committee of the Lodge shall set up rules by which its meetings shall be conducted. The Lodge Chief shall appoint a Lodge Parliamentarian to interpret these rules.
 - 3. At all meetings of the Executive Committee voting shall be done by Chapters; each Chapter having one vote. A quorum shall consist of one half of the active Chapters of the Lodge. A quorum must be present for voting.
- E.
 - 1. The Lodge Adviser should be appointed to act as the Liaison Officer between the Order of the Arrow and the Camping Committee.
 - 2. The Chapter Adviser is appointed by the Scout Executive in consultation with the Lodge Adviser and Lodge Staff Adviser. These Chapter Advisers represent the Scout Executive at Chapter meetings and activities in the same way that the Lodge Adviser does with the entire Lodge.
- F.
 - 1. All Lodge committees shall be reappointed upon the inauguration of a new Chief.
 - 2. A majority of members of all committees shall be under 21 years of age.
- G.
 - 1. All Chapter committees shall be reappointed upon the inauguration of a new Chief.
 - 2. A majority of the members of all committees shall be under 21 years of age.
- H.
 - 1. The function of the Advisory Committee shall be to meet with the Lodge Officers, Lodge Committee Chairman, and their Advisers to insure a successful operation of the Lodge.

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ARTICLE V - OFFICERS (cont'd)

2. The Chapter Executive Committee shall be composed of the elected officers, the immediate past Chapter Chief, the Chapter Advisers, the Chapter Operating Committee Chairman and their Advisers, and the Staff Adviser to the Chapter. The function of the Executive Committee is to plan the Chapter program. The Executive Committee need not hold monthly meetings, but must meet a minimum of four times a year.

ARTICLE VI - MEETINGS

- A.
 1. The Annual Officers Training Conference shall be held as close to the date of installation of officers as possible.
 2. The Lodge may conduct an annual Fellowship.
 3. A meeting and banquet may be held annually. At this meeting the installation of new Lodge officers may take place.
- B.
 1. The Executive Committee of this Lodge shall meet monthly to consider and act upon any business properly brought to its attention. By mutual agreement of the Lodge Chief and the Lodge Advisory Committee, meetings may be suspended during the months of July and August.
 2. Chapter meetings will be held as often as deemed necessary by the Chapter Executive Committee.
- C. Special meetings of the Executive Committee of the Lodge may be called by the Lodge Chief with the approval of the Scout Executive or his representative.
- D. The Advisory Committee shall meet monthly. In the months of July and August the Advisory Committee meetings may be suspended by mutual agreement of the Lodge Chief and Lodge Adviser.
- E. Any officer of the Lodge or its Chapters must be under 21 years of age during his entire term of office.

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ARTICLE VII - BROTHERHOOD MEMBERSHIP

The procedure for the completion of the Brotherhood membership shall be in accordance with the Order of the Arrow Handbook.

ARTICLE VIII - THE VIGIL HONOR

- A. Each Chapter shall set up a Vigil Committee yearly. This committee will determine if the Chapter has any members eligible for the Vigil Honor. The committee shall be composed of an Adviser, a chairman and two members. All persons on the committee shall be active Vigil Honor members. If no Vigil Honor members are available, active Brotherhood members may serve on the committee. If members of the Chapter are selected to be nominated for the Vigil Honor, a nominating petition shall be filled out and sent, together with the Vigil fee in the form of a council check requisition, to:

Vigil Screening Committee
Owasippe Lodge - Order of the Arrow
Boy Scouts of America
300 West Adams Street
Chicago, Illinois 60606

The deadline for receiving petitions will be announced by the Lodge Chief.

- B. The Vigil Screening Committee, composed of at least an Adviser, chairman, and four members, who are active Vigil members, shall be appointed by the Lodge Chief with the advice of the Lodge Advisery Committee. No two members of the Vigil Screening Committee shall be from the same Chapter.

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ARTICLE VIII - THE VIGIL HONOR (cont'd)

- C. When the Vigil nomination forms are received at the Council office they are to be dated and left sealed. Those that are opened through accident are to be resealed, dated and signed by the person who opened them. The petitions are to be delivered only to the Vigil Screening Chairman or Adviser. Money accompanying the petition will be deposited in the Council account of the Vigil Honor.
- D. The Vigil Screening Committee will meet as soon as possible to start the screening. A quorum of the Committee must be present to act officially. Petitions will be considered by number. The Adviser and Chairman will separate the adult from the boy petitions for handling. No information as to name, Chapter or District will be discussed when considering the petitions.
- E. After screening, an Indian name will be selected from the Lenni Lenapi Dictionary for each candidate. Cards will be filled out for the National Council.
- F. When approved by the National office, each Chapter Vigil Chairman will be notified by the Screening Committee Chairman of those selected. He shall return all petitions not accepted with a refund.
- G. Cards received from the National office will be turned over to the Vigil Ceremonial Team Chairman for use at the induction ceremony. The Screening Committee Chairman will make a complete report of the Committee's work giving name, address, Chapter, and Indian name of each candidate selected. Copies of the report should be sent to the Lodge Chief, Lodge Adviser, and the secretary of the Vigil Honor Committee.
- H. A Vigil Honor calling-out Ceremony will be held by the Vigil Honor Ceremonial Team.
- I. The Vigil Honor Secretary will make a full report of names, addresses, phone numbers, Lodge card memberships, and Indian names of each new Vigil Honor member available to the Lodge Secretary within ten days after the induction.

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ARTICLE IX - FINANCES

- A. The fiscal year for the Owasippe Lodge and its Chapters will be from January 1 to December 31. Each active member of the Owasippe Lodge will pay dues to the Lodge annually. Upon receipt of said dues at the Council Service Center the Lodge Treasurer will issue an annual dues card to each paid member. No Order of the Arrow supplies or Lodge patches will be issued to any member who cannot produce said card. The amount of the dues will be decided by the Executive Committee at the June meeting of the Lodge. Dues will be due at the Council Service Center by January 1. If unpaid on February 1, dues will be considered delinquent. All delinquent members will be considered inactive after February 1. If dues are paid after February 1, a 10¢ per member reinstatement fee will be levied. Lost dues cards will be replaced by the Council Service Center at the rate of 10¢ each. New members will pay ½ of the Lodge dues in the year of their induction.
- B. Each Chapter will supply the Lodge with a roster of all members who have paid their dues by January 1. If said roster remains delinquent on February 1, all members of the Chapter will be dropped from active status, its delegate will have no vote on the Executive Committee, no new Ordeal members will be entered in the Lodge records, no elevations to Brotherhood will be recognized and all petitions for the Vigil Honor will be denied.
- C. 1. The Lodge Budget Committee, under the guidance of the Lodge Financial Adviser, will develop a budget to be submitted to the Executive Committee each April. The budget will be discussed and acted on at the June meeting. The Lodge Treasurer will pay all budget expenses as they occur. Expenses not covered by the Lodge budget must be approved by the Executive Committee before they may be incurred.
2. Each Chapter will develop an annual budget to be submitted as part of their annual report and membership roster. The Chapter Financial Adviser and the Chapter Executive Committee will be responsible for the preparation of the budget. If a Chapter wishes to do so, it may levy dues on its members.

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ARTICLE IX - FINANCES (cont'd)

- D. No funds of a Chapter may be used by the Council or the Lodge except to pay Chapter approved bills of said Chapter.
- E. All Chapter funds shall be handled through the Council office and go through the normal accounting procedures used by the Council.
- F. All properly requisitioned funds will be paid by the Council office provided the Chapter has adequate funds in its account.
- G. All Order of the Arrow funds shall be handled through the Council office and go through the normal accounting procedures used by the Council.

ARTICLE X - AMENDMENTS

- A. These rules shall be subjected to amendments at any regular or special meeting of the Executive Committee using the following procedures:
 - 1. submission of the amendment to the Recording Scribe, in writing, prior to the meeting of the Lodge
 - 2. the amendment shall be read at the meeting, but no discussion of the amendment shall be permitted
 - 3. within fifteen (15) days after the meeting a written copy of the amendment shall be sent to each member of the Executive Committee
 - 4. at the next regular meeting of the Executive Committee the amendment shall be read for a second time; no discussion of the proposed amendment will be permitted
 - 5. at the next regular meeting of the Executive Committee the proposed amendment shall be read for a third time; discussion shall then be held with each member of the Executive Committee being limited to two (2) minutes; persons in favor of the proposed amendment will speak first; followed by those who are opposed; the person who proposed the amendment will speak last; following the discussion period, 2/3 of the voting membership of the Executive Committee shall be required to pass the proposed amendment, assuming a quorum is present.

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ARTICLE X - AMENDMENTS (cont'd)

- B. As the National policy of the Order of the Arrow changes from time to time, all references to the Order of the Arrow Handbook shall be interpreted from the most recent printing.
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